

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604

VACANCY ANNOUNCEMENT

January 10, 2007

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TITLE:	Accountant
POSITION NO:	09615
LOCATION:	Business & Financial Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA-MFT
PAY GRADE:	13
STARTING SALARY:	\$27,949 - \$33,838 annually, depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: Applications may be returned to any local Job Service Office, or applications may be faxed directly to Human Resources (406-444-0262) or sent directly to Human Resources office, DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT 59604. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, January 25, 2007**. For further information visit the DPHHS Internet website: www.dphhs.mt.gov

SPECIAL INFORMATION: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but **two** years of the required education/experience. If a training assignment is offered, the starting pay grade will be a grade 12 (\$25,596) for the duration of the training assignment.

TYPICAL DUTIES: Under general supervision of the Accounting Manager, this position establishes and maintains control of accounting records and reports with are complex in nature and involve a variety of funding techniques and controls; responsible for reviewing, monitoring, reporting and analyzing financial activities related to federally funded health service grants and related state programs. Related duties include analyzing financial reports to identify potential accounting problems, researching potential problems and initiating appropriate corrective action and extracting data from financial reports and utilizing the data to complete required Federal reports. Responsible for drawing related funds in accordance with the State's Cash Management Improvement Act and ensuring the receipts of funds is properly recorded. Must utilize

knowledge of accounting theory practices, Statewide Accounting, Budgeting and Human Resource System (SABHRS) and federal grant administrative rules.

KNOWLEDGES, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledges: Extensive knowledge of governmental accounting principles, practices and techniques; budgetary and funding regulations, theory, practices and procedures; SABHRS; and Federal grants and financial reporting procedures; understanding of principles of and reporting for Cash Management Improvement Act.

Skills: Advanced spreadsheet skills related to the application and use of Excel software, including v-lookup, linking, and pivot tables; the use of Word; proficient in the use of a calculator and management and organization skills.

Abilities: Ability to analyze and interpret accounting data and prepare accurate and complete financial reports; to use sound judgment and make precise and accurate decisions; to communicate effectively verbally and in writing; to establish and maintain effective working relationships with employees, other state and federal agencies and the public; to work independently and effectively with limited supervision; to manage multiple concurrent projects simultaneously; and to work under the pressures of meeting deadlines.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Accounting, Finance or related field **AND** three years professional level accounting experience, which should include two years working with SABHRS or an equally complex accounting/financial reporting structure, and one year developing and using advanced spreadsheet applications. One year experience preparing financial reports for federal programs is also required. Professional accounting, auditing and analysis experience may substitute for required education on a year for year basis. Experience in a governmental environment is preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.7/99 or 5/01);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and

3. Copy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, P O Box 4210, Helena MT 59604.**

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.